



POSITION DESCRIPTION

CLASSIFICATION TITLE Program Manager **WORK AREA** Landfill and Central Transfer Station

CLASS CODE 4919/Exempt **EFFECTIVE DATE:** October 1, 2001

FUNCTION Administrative and technical work directing the field operations of the Solid Waste Management Division. Tasks include planning, scheduling, and directing all waste handling, maintenance, and minor construction activities of the division.

EDUCATION AND EXPERIENCE

Bachelors Degree in Engineering, Science, Business, or Public Administration and one (1) year of technical experience. Must possess five (5) years of progressively responsible experience in the solid waste management, environmental management, construction, or related field. A comparable amount of education, training, or experience may be substituted.

SPECIAL REQUIREMENTS

Considerable knowledge and experience in solid waste management operations. Knowledge and experience in civil construction. Knowledge and experience in personnel management. Knowledge and experience in managing heavy equipment and over-the-road equipment. Knowledge and experience in managing facilities regulated by Federal and State environmental agencies.

Able to read, analyze, and interpret plans, specifications, technical reports, and government regulations. Able to communicate verbally and in writing with subordinate, peer, and management personnel. Able to write clearly and develop standard operating procedures, periodic reports, and correspondence. Able to perform needed mathematical operations including algebra and geometry. Able to communicate effectively with members of the public, county management, and elected officials.

Certification as Certified Transfer Station Manager (SWANA or FDEP) or Manager of Landfill Operation (SWANA, FDEP) or Certified Sanitary Landfill Operator (TREEO).

Must possess and maintain a valid Florida driver's license.

ESSENTIAL FUNCTIONS

Develops and implements plans for the effective and efficient operation of the Osceola Road Landfill and Central Transfer Station.

Supervises and coordinates work activities of Solid Waste Management Division Operations personnel. Initiates hiring, training, performance evaluations, disciplinary and commendatory actions for operations personnel. Assures subordinate personnel effectively assign and manage personnel and equipment resources. Assures proper assignment and use of over-the-road and heavy equipment.

Develops, reviews and interprets operating plans and construction plans and assures compliance with these plans through personnel and resource assignments.

Assists in preparation of the division budget and assures proper expenditure of County funds. Researches, recommends, and specifies equipment for operational use. Coordinates with Fleet Services on the procurement and maintenance of equipment.

Interfaces with regulatory agencies, and assures compliance of operations activities with applicable regulations (e.g., environmental, health and safety) and operating plan elements.

Develops and implements control and reporting systems to assure operational, environmental compliance, and personnel health and safety objectives are met. Assures operational activities are conducted in compliance with County policies.

Coordinates with other County divisions to assure environmental compliance is maintained at the closed Upsala Landfill and Sanlando Ball Field (closed landfill).

Continually works to improve performance of Solid Waste Management operations. Performs other duties as assigned.

WORKING CONDITIONS The work environment for this position includes an office setting and a field setting. Typical work assignments include sitting in a chair, operating heavy equipment, walking over uneven terrain. Prolonged time may be spent sitting, standing, or walking. Personnel in this position are exposed to outside weather conditions and inclement weather. Personnel in this position may be required to climb ladders, crawl, stoop, kneel, and reach for objects. Incumbents in this position are occasionally exposed to moving mechanical parts, high noise level, dust, and irate customers in this position.